



Dr. Mary Ann Tricarico
Director
Dedham Public Library
43 Church Street
Dedham, MA 02026
781.751.9281
mtricarico@dedham-ma.gov

Monika Wilkinson, Chair
Margaret Connolly
Tracy Driscoll
Sarah Santos
MaryAnn Sliwa

DPL TRUSTEES MEETING MINUTES	
DECEMBER 9, 2015, ENDICOTT LIBRARY, 7:00PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Sarah Santos
ATTENDEES	Tracy Driscoll, Margaret Connolly, Sarah Santos, Monika Wilkinson, MaryAnn Sliwa
ATTENDEES BY SKYPE	Mary Ann Tricarico
PUBLIC ATTENDEES	Mike Chalifoux

The December 9, 2015 meeting of the Dedham Library Board of Trustees was called to order at 7:09pm by Chair, Monika Wilkinson.

MaryAnn Sliwa was sworn in at Town Hall by Paul Munchbach on December 8, 2015.

1. Public Input:

Mr. Chalifoux is disappointed in things that have occurred over the last year. Mr. Chalifoux understands about staffing issues and asks the Trustees to advocate for more staff from FinCom. Mr. Chalifoux disagrees the Library Marketing Committee should have a budget and feels marketing should be the job of the Director. Mr. Chalifoux presented the Trustees with an Open Meeting Law Complaint Form.

2. Minutes:

A motion to accept the November 4, 2015 minutes was made by Ms. Driscoll. Ms. Connolly seconded. All voted to accept the minutes. Ms. Sliwa abstained.

3. Financial Report:

Discussion of invoices for James Carr are under line item professional and technical services. All of James Carr invoices have been reflected.

A motion to accept the November 2015 Financial Report was made by Ms. Connolly. Ms. Wilkinson seconded. All voted to accept the November Financial Report. Ms. Sliwa abstained.

4. Director's Report:

Dr. Tricarico announced the Dedham Public Library is 100% compliant for FY16 State Aid. The awards will be dispersed in two payments, one in November and the second payment in the last quarter of FY16. The award received in November is the following and totals \$13,633.52.

Library Incentive Grant \$8,402.84

Municipal Equalization Grant \$3,901.11

Non Resident Circulation Offset \$1329.57

Dr. Tricarico asked town council Lauren Goldberg to provide an interpretation of copyright laws as they pertain to the public showing of films in a public library. The libraries will need to obtain a movie license and will only be able to show public performance videos. An outdoor screen will require a special license.

Facilities Director Denise Moroney has asked W.B. Mason to provide furniture and design suggestions for a new circulation/staff work desk area the Children's room at the Main Library. Ms. Moroney will send an updated list of plans and schedules for capital projects.

Other projects include:

The Handicap ramp at the Main Library is not ADA compliant because of the slope and will need to be seen by an engineer.

Swipe card access being installed at both libraries.

New paint job and carpet replacement at the Endicott Branch from roof leaks February 2015.

Repairing the front door entryway and painting the parking lot lines at Endicott Branch. These will be facilitated by Joe Flanagan with DPW after the winter.

The Dedham Food Pantry wants to thank the Dedham Library Patrons for the food donations during the food for fines months this year.

Dr. Tricarico is in the process of preparing the documents requested by Alex Cohen; a detailed analytical report on the library, its users and the demographics of the town. One portion was completed; an analysis of the library users and their geographic location in Dedham. The majority of library patrons live in Census Tract 4023 and 4024 (Oakdale, East Dedham, Greenlodge, the Manor). Census Tract 4021.1 (Riverdale) also shows a high number of library users. The least number of library patrons live in Census Tract 4025 (Dedham Village, West Dedham, Upper Dedham, area also known as Precinct 1) This data will help to identify optimal locations for a new construction based upon library usage.

The Friends of the Library have generously donated new laptops for the Main Library and new chairs for the children's reading section at the Endicott Branch.

The Main and Endicott Branch Libraries will close at 1:00pm on December 24, all day on December 25 and 26, at 4:30pm on December 31, and all day on January 1.

5. Old/New Business:

The new website launch was successful. Catelyn Johnson receives 7 day statistics which includes screen clicks.

The libraries will be purchasing professional Keurigs, carts and accessories for both libraries. The expense will be under food supplies. Coffee will be offered for free to patrons with a donation honor system.

The Dedham Public Library had a table at the annual Dedham Stroll and gave away 3 free basket raffles. They also handed out pencils and program materials.

All programs and events are listed on Dedham Public Library Facebook. Some programs patrons may need to register in advance. Other advertising cost will be looked into, possible yearly cost with Dedham Times.

Dr. Tricarico signed off at 8:28pm.

Ms. Connolly spoke with Library Trustees from the towns of Somerville and Hudson. They both recently hired a permanent Director but did not use a consultant for help in the process.

Ms. Wilkinson discussed posting for the Interim Director position for internal candidates seven days before publicly posting. All Trustees agreed.

Ms. Sliwa will ask Dr. Tricarico for a management team responsibilities organizational chart.

6. Action Item Review:

Action Item	Person	Date Due
RFQ; space planning; discussion library of future	Dr. Tricarico	On-going updates
Sponsor-a-Spot Civic Pride	Ms. Santos	Spring
Policy Review	Ms. Driscoll will provide info to date; all Trustees	January
Parking Lot & Street Take Pictures of Signs	Ms. Connolly	December

Develop a survey and then plan focus groups regarding library hours	Trustees & Consultant	November/December implementation January
Develop new material for Fincom Re: staffing needs	Ms. Driscoll & Ms. Wilkinson	December Implementation January/February

Ms. Sliwa made a motion to adjourn the meeting. Ms. Driscoll seconded. The meeting was adjourned at 9:24pm. Next meeting date is December 21, 2015 at 6pm at the Endicott Library.

Respectfully submitted,

Sarah Santos